

Instructions for Additional Information for New and Continuing Charter Schools That Choose to Establish Direct Funding for 2002-03 (Yellow Form)

General Instructions: This form must be completed by each new charter school that will be funded under the charter school block grant *and* chooses to receive funding directly in the 2002-03 school year. Each continuing charter school that chooses to establish direct funding for 2002-03 also must complete this form (i.e., if you checked Box B-2 of Section VII or B of Section VIII of the funding survey, you must complete this form.) If you were already a direct funded charter school in 2001-02 and you participated in the October 2001, California Basic Educational Data System (CBEDS) survey, you do not need to complete this form.

If you have chosen to receive funding directly in the 2002-03 school year, you may be eligible to receive additional funding for federal categorical programs. In order to be considered for these funds, the school must meet program eligibility requirements and agree to meet all program operation and reporting requirements necessary for receipt of such funds. Each direct-funded charter school will be required to apply for these funds separately through the CDE Consolidated Application process. A Consolidated Application, Part I form will be mailed to you in June. You must complete this form, and Part II of the application in September 2002, to officially apply for these programs. **If you do not complete the Consolidated Application, you will not receive funding for these programs, even if you have completed this form and meet the eligibility requirements.** For information and assistance on the Consolidated Application contact: Anne Daniels at (916) 653-0325 or the Consolidated Application Unit at (916) 657-3745.

- I. Title I:** (Continuing schools only.) Because Title I funding for the 2002-03 school year is largely based on the prior year allocation, charter schools that were operating in the 2001-02 school year and received Title I funds through the school district must provide the amount of funding that school received in the 2001-02 school year. The total amount reported in this item should **include** the amount of the charter school's funding that was maintained by the district for administrative overhead, but should **exclude** the amount of any funds received that were considered prior year carry-over. You may need to contact the financial officer of the chartering entity to determine what, if any, amount of the grant was maintained for overhead and what amount of the funds you received in 2001-02 was from prior year carry-over funds. (See **Establishing Title I Eligibility** below.)
- II. Enrollment Information:** This data will be used to calculate entitlements for various federal programs. On the table, indicate the school district(s) in which your charter school pupils reside and the estimated number enrolled from each district. For each district, also provide the total number of pupils in the charter school who meet the Free and Reduced Price Meals eligibility criteria. (See **Free and Reduced Price Meals** below.)
- III. Certification:** Because the information provided on these forms may also affect the funding for the school district and county office of education, a duly authorized representative of the charter school, the authorizing school district and the county office of education must complete the appropriate certification in Section XIII of the funding survey. The CDE recommends that you contact both of these agencies before completing these forms and consult with them throughout this process.

Establishing Title I Eligibility: Title I, Part A grants, a formula-driven allocation process, are distributed to LEAs on the basis of the number of children, ages 5 to 17, from low-income families. California uses counts of children enrolled in (eligible for) free and reduced price meal programs as a low-income indicator. Therefore, it is necessary to collect counts of children, ages 5 to 17, in your school who are eligible for the meals program. Only numbers are required, not names.

Free and Reduced Price Meals: Count the number of children enrolled in your free and reduced price meals programs. If you do not operate the programs, determine how many children may be eligible based on their family income. The attached chart "Income Eligibility Guidelines for Free and Reduced Price Meals or Free Milk" provides an income eligibility indicator for the 2002-03 school year.